

### TOWN OF SCITUATE, MASSACHUSETTS SCITUATE MARITIME CENTER 119 EDWARD FOSTER RD.

## INTERNAL FACILITY USE REQUEST FORM

The Scituate Maritime Center is available for meeting space for Town Departments, Boards Committees and Commissions.

Organization\_\_\_\_\_Contact Person\_\_\_\_

Please read this document in its entirety. Fill out the request form completely.

- 1. One month notice is appreciated.
- 2. Fill out completely.
- 3. Email to <a href="mailto:dkuppens@scituatema.gov">dkuppens@scituatema.gov</a> or mail to Scituate Town Hall c/o Deb Kuppens Selectmen's Office 600 Chief Justice Cushing Hwy, Scituate, MA 02066

Address	Telephone (Home)	(Work)	(Cell)	
Event or Activity planned On Site Contact Person	Address			
Event or Activity planned On Site Contact Person	CityState_	Zip		
On Site Contact Person	Email	<u> </u>		
On Site Contact Person				
On Site Contact Person	Event or Activity planned			
Total number of Participants # of Youth # of Adults Start Date: Time Time (Please note start time should include any set up and clean up time)  Please note: Until you have received permission the date/space you have requested has not been reserved Do not advertise your event until you have been notified that the reservation has been approved.  I acknowledge and agree to the acceptance of liability for any damage to the facility and/or the furnishing and equipment resulting from carelessness or inappropriate activity. I have read and understand the following Scituate Maritime Center Use Policy, and I agree to return the facility to its original condition following the event. I understand that smoking is not permitted in the building or on the property of the Scituate Maritime Center.  Signed	On Site Contact Person		Telephone	
Start Date: Time	Total number of Participants	# of Youth	# of Adults	
End Date:				
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Approval Granted by Date:  Reason for Denial or Conditions for Approval	Signed			
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Reason for Denial or Conditions for Approval	FOR TOWN USE ONLY			
Reason for Denial or Conditions for Approval	Approval Granted by		Date:	
Remarks	Reason for Denial or Conditions	for Approval		
	Remarks			
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### TOWN OF SCITUATE, MASSACHUSETTS SCITUATE MARITIME CENTER 119 EDWARD FOSTER RD.

# **SCITUATE MARITIME CENTER USE POLICY**

- 1. The doors to the Scituate Harbor Community Building are on an automated locking system which will be scheduled from a computer in the office of the Select Board. *Please be mindful of these times especially when breaking down your event as to not lock yourself out of the building.*
- 2. Users are responsible for setting up and returning space as found.
- 3. All trash must be removed.
- 4. Tables and chairs are to be put away.
- 5. Smoking is not allowed in the building or one the property.

#### **CLOSING AND SECURING THE BUILDING**

- 1. Put away all tables and chairs.
- 2. Remove all trash.
- 3. Extinguish interior lights
- 4. Ensure that all exit doors are securely closed before leaving the building.